

# STUDY ABROAD APPLICATION

## Saint Michael's College

Fall 2012 Semester Application Deadline: **February 10, 2012**

### BEFORE YOU SUBMIT THIS APPLICATION:

- ❶ **Meet with the Study Abroad Director.** Understand the policies and procedures pertaining to study abroad through Saint Michael's College. Get information on how to choose a program.
- ❷ **Meet with your Advisor.** Discuss your plan for study abroad and understand department policies. Complete your Plan for Graduation.
- ❸ **Contact your Study Abroad Program Provider.** Confirm your eligibility. Learn about the academic and cultural components of various programs and how they relate to your personal and academic goals. Confirm the program's application deadlines, requirements and program costs. Submit an application to the program provider before the deadline date. Be aware that some popular programs fill before the application deadline. Check with the program provider to see if you need to submit an early application.
- ❹ **Submit Two Applications.** Students are responsible for submitting two applications. 1) SMC application for approval to study abroad, and 2) Program Provider application for acceptance into a specific program. *Students must be approved by SMC in order to study abroad. Acceptance into a program does not guarantee approval by SMC.*

### THE SMC STUDY ABROAD APPLICATION INCLUDES THE FOLLOWING:

1. **PLAN FOR GRADUATION** (attached). Work with your advisor(s) to complete your plan. Required signatures of approval: a) Your advisor (or advisors if you are a double major) and b) the Assistant Registrar
2. **COURSE SELECTION PAGE** (attached). List the courses you want to take while abroad, as well as alternative courses in case you are unable to enroll in your first choices. Required signatures of approval:
  - a) The Department Chair signs for major/minor courses & initials each course
  - b) The Assistant Registrar approves and initials each LSR and General Elective course
  - c) Your major advisor(s) and Department Chair(s) signs at the bottom of the page.
3. **LETTER OF APPROVAL** (from your Academic Advisor/s). This letter confirms in writing that you and your advisor(s) have discussed your plan for graduation and have agreed upon a workable schedule of courses. The letter can also address any unique academic concerns that should be discussed. The letter can be e-mailed to Peggy Imai.
4. **LETTER OF INTENT** (from you). This is a formal letter describing your reasons for selecting a particular program, location and course of study. The letter should discuss how study abroad fits into your SMC experience academically, personally and culturally. While there is no length requirement, the letter should be well thought out and written with care. Please take the letter of intent seriously as it is an important component of the application.
5. **LETTER OF RECOMMENDATION** This letter should be written by a faculty member (not your advisor) who knows you well enough to comment on your personal strengths/weaknesses, academic skills and ability to study and live abroad successfully. This letter can be e-mailed or mailed to Peggy Imai. Letters of recommendation for the SMC application are NOT forwarded to program providers. Letters of recommendation for program applications should be sent directly to the program provider along with any evaluation form required by the program.
6. **COURSE DESCRIPTIONS** Include a copy of the course descriptions for each of the courses you want to take abroad so that your advisor, department head and Registrar's Office can determine course transferability. Course descriptions can be found in program catalogs or on-line.

(continued on page 2)

- 7. **LIABILITY RELEASE FORM** (attached). This form must be signed by you and a parent or legal guardian. Mail or fax to Peggy Imai.
- 8. **ACADEMIC TRANSCRIPT**. Complete the attached transcript request form. **Detach and drop off at the Registrar's Office.** The Registrar will mail an official transcript directly to your program provider (not the school you are applying to) and will send an unofficial copy to the Office of Study Abroad.
- 9. **STUDY ABROAD PROGRAM APPROVAL FORM**. Most program providers require that the home institution (SMC) confirm its approval of your application and report concerns related to your academic and disciplinary status. **Find the approval form in your program's catalogue or website, complete your section of the form and attach it to your SMC application.** **The form will be signed by the Director of Study Abroad after your SMC application has been approved.** The Study Abroad Office will mail or fax the signed form directly to your program provider.

Program Approval forms are referred to by different names. Some examples:

**API:** *University Contact Information* form

**ASE:** ASE Application form, Part 2 (College Authorization)

**AIFS:** Preliminary Course Selection (bottom section of form will be signed by the Director of Study Abroad). AIFS also requires the completion of a Disciplinary Clearance Form. The Study Abroad Office submits this form to the Dean of Student Affairs for review and approval.

**Arcadia:** Study Abroad Advisor's form

**Boston University:** Advisor Support of Participation form

**CYA:** Statement of Study Abroad Approval / Credit Transfer

**IFSA Butler:** Undergraduate Program Approval

**Interstudy:** The General Form, Part A, Application Approval

**IPSL:** Study Abroad Contact form (available from the Study Abroad Office)

**SIT Study Abroad:** Approval of Participation form

**Syracuse University:** Study Abroad Approval form

**SFS:** Participation Approval form

**Washington Semester Program:** Requires a nomination letter from Prof. Grover or the Director of Study Abroad.

**ACT and DIS** do not require separate approval forms.

**Exchange programs** have special application requirements. See the Director of Study Abroad for details.

- 10. **FINAL APPROVAL:** Submit the completed application materials to the Office of Study Abroad for final consideration by the Study Abroad Review Committee. Applications are reviewed and approved by rolling admissions.

#### **In Summary:**

1. Meet with your **advisor(s)** to review your Plan for Graduation and Study Abroad Course selection page. Obtain the appropriate signatures of approval (double majors require signatures of both major advisors).
2. Obtain the signature of approval from the **Department Chair** if you wish to take courses for your major or minor.
3. After you obtain the signatures of approval from your advisor and department chair, take the Plan for Graduation, Study Abroad Course Selection page and course descriptions to the **Registrar's Office**. You will leave the forms at the Registrar's Office for a few days so that the Assistant Registrar can review the documents. You will be told when you can return to pick up the forms.
4. Pick up the forms from the Registrar's Office and bring all the forms to the Study Abroad Office.
5. Your application will be reviewed after all the forms listed (1-9) are complete and in the office.
6. You will be notified by mail of the outcome of your application.

## Paying for Your Study Abroad Semester

*For the Academic Year 2011/2012 (Fees for AY 2012/2013 will be determined in February 2012)*

*\$22,635.00/Semester = SMC Study Abroad Fee = Study Abroad Budget*

### POLICIES:

- **SMC pays** for your program's tuition, room and meals and reimburses you for the application fee and confirmation deposit up to \$22,635.00
- Students are responsible for knowing program fees (tuition, housing, meals). Expenses over \$22,635.00 are the responsibility of the student.
- **SMC bills you** for SMC semester tuition, room and meals (\$22,635.00), minus your semester financial aid
- SMC institutional grants and scholarships can be used for one (1) semester abroad; it does not apply for a second semester
- Non-SMC aid can apply for one or two semesters (including federal and state grants and loans). Work-study does not apply overseas. Some aid may be restricted. You can apply for study abroad scholarships through your program provider.
- Tuition exchange and tuition remission do not apply for study abroad.

### PROCEDURES:

- You pay the application fee (\$35-\$150) to your program provider. SMC will reimburse you for this fee when it reimburses you for the confirmation deposit.
- You pay the program confirmation deposit (\$350-\$750) upon acceptance. SMC will reimburse you for the deposit after you provide the Study Abroad Office with documentation confirming payment. Acceptable documentation includes: a cancelled check, a credit card statement, or an e-mail from your program provider confirming receipt of the deposit.
- If your program requires a room damage deposit, you pay this directly to your program. This fee will be reimbursed by your program at the conclusion of the semester (assuming your room is damage free and you have no other outstanding charges).
- Your program provider mails an invoice to the Office of Study Abroad for **program fees** (tuition, room, meals).
- If your housing choice does not include a **meal plan** (usually the case with apartment living or shared kitchens in residence halls), SMC will issue you a check for the program-estimated meal expenses (estimates are often listed in the program provider's website). Some university housing and meal options are not confirmed until several weeks or months after you arrive on campus. In these cases, there may be a delay in the processing of checks relating to "self-catering" meal costs. These checks will be issued in the student's name and mailed to the home address.
- Students are responsible for booking and paying for international and domestic airline tickets.
- Students applying to programs in Latin America, Asia, South America, the Middle East or to programs with a focus on community engaged learning, foreign language study, internships or independent research, may be eligible to apply for a Dr. A. Francis Politi Scholarship. Please see attached, "Politi Fund Study Abroad Scholarships" handout for details.

## Important Notes:

- **Documentation for reimbursement of allowable study abroad costs must be submitted to the Study Abroad Office no later than one week after arrival at your study abroad program site.**
- SMC **will not pay for** passports and visa expenses (including visa application fees, transportation to and from consulates, overnight stays, passport photos, medical exams), airline tickets, airline ticket change fees, baggage fees, trip insurance, credit card “convenience” fees, in-country residence fees, optional trips and events, books, gym membership fees, personal expenses, vaccinations, early program withdrawal fees, optional or supplemental housing charges, fees associated with specific courses such as lab fees, and costs associated with independent study projects and research.
- Study abroad expenses beyond \$22,635.00 can be added to your SMC student account.
- Unspent study abroad expenses (less than \$22,635.00) cannot be refunded.
- If you withdraw from a study abroad program after SMC has paid and reimbursed fees, you are responsible for the debts incurred that cannot be refunded.
- You can maintain your regular SMC payment plan through the Student Accounts Office.
- Reimbursement checks are issued in the student’s name and mailed to the home address. Please make appropriate arrangements for depositing these checks.
- Many programs offer need-based (and sometimes merit-based) scholarships to qualified applicants. Students are strongly encouraged to apply for all scholarships for which they are eligible.

### **BILLING CONTACTS:**

- |                                      |              |  |
|--------------------------------------|--------------|--|
| • Peggy Imai, Office of Study Abroad | 802-654-2222 | <a href="mailto:pimai@smcvt.edu">pimai@smcvt.edu</a>       |
| • Lori Karnes, Student Accounts      | 802-654-2582 | <a href="mailto:lkarnes@smcvt.edu">lkarnes@smcvt.edu</a>   |
| • Daniel Couture, Financial Aid      | 802-654-3243 | <a href="mailto:dcouture@smcvt.edu">dcouture@smcvt.edu</a> |

## ACADEMIC POLICIES:

### **Eligibility Requirements:**

Only students in good academic and social standing are eligible to study abroad. Students must have a cumulative GPA of 2.8 or higher to be considered for study abroad through SMC. Some program providers may require a higher GPA for admission to certain programs. Students are responsible for knowing program admission requirements and program costs.

A student’s disciplinary record is part of the Study Abroad Office application review and may be grounds for barring participation by the College and/or the sponsoring program. Students may not participate in study abroad while on disciplinary probation. Students may apply while on probation, but any conditional approval is contingent upon removal from probation before participation.

### **Transfer Credit:**

Pre-approved courses are accepted as transfer credit and may apply, as appropriate, toward SMC major, minor, LSR, or general elective credits. A grade of C- or better is required for credit transfer. Grades earned in approved study abroad programs are not calculated into the SMC GPA. A transcript listing all courses taken and grades earned will be issued at the end of the semester by the program’s institution of record.

### **Travel Restrictions:**

SMC students will not be approved to participate in programs located in countries under a current US Department of State Travel Warning. Countries currently on the Department of State Travel Warning list can be found online at <http://travel.state.gov/travel/>.

## **Politi Fund Study Abroad Scholarships**

Politi Study Abroad Scholarships are available to support study in countries and programs that the College believes offer optimum learning opportunities. The scholarships are made possible through the Dr. A. Francis Politi International Fund.

### **Basis for Selection:**

Priority will be given to applicants who have applied to programs offering **experiential based learning opportunities, or study in a foreign language** (i.e. a language that is not the applicant's first language). Experiential learning programs must include a credit bearing **field based research, student teaching, community engaged learning (service learning), or internship component.**

Special consideration will be given to programs based in the following regions of the world:

- 1) Africa
- 2) Latin America
- 3) Asia
- 4) Middle East
- 5) Non-English speaking countries in Europe where a) courses are taught in the language of the host country OR b) a credit bearing course in the host language is part of the student's program of study. Language study can be at any level (i.e. beginning, intermediate, advanced).

Grants range from \$1,000 - \$1,800 (\$2,000 maximum for students studying abroad for an academic year). Scholarships will appear as a tuition credit on the recipient's SMC student account.

### **Application Process:**

Submit a letter of application describing how the study abroad experience will expand your global awareness and how you plan to enrich the Saint Michael's College community after you return. Indicate in the letter of application your cumulative grade point average and language of study (if applicable). Letters should be sent to the Director of Study Abroad via email ([pimai@smcvt.edu](mailto:pimai@smcvt.edu)) or mail (Box 112).

Application deadlines: **February 10, 2012** for **Fall 2012** study abroad  
**June 30, 2012** for **Spring 2013** study abroad

Note: The number of scholarships is limited. Late applications will be considered only as funds remain available.

# STUDY ABROAD COURSES

Date: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Campus Box # \_\_\_\_\_

Cell ☎ # \_\_\_\_\_ Home ☎ # \_\_\_\_\_ Major(s): \_\_\_\_\_

Period of Study Abroad: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Minor(s): \_\_\_\_\_

Agency/College Sponsoring the Program: \_\_\_\_\_

Name of College/University Off-Campus: \_\_\_\_\_

City and Country: \_\_\_\_\_

**A. Courses in your Major(s) or Minor(s)**

(\*Advisor for BU/AC Majors)

\*Dept. Chair's

| Number               | Name  | Will Transfer As... | Initials | Credits |
|----------------------|-------|---------------------|----------|---------|
| 1. _____             | _____ | _____               | _____    | _____   |
| 2. _____             | _____ | _____               | _____    | _____   |
| <u>Alternatives:</u> |       |                     |          |         |
| _____                | _____ | _____               | _____    | _____   |
| _____                | _____ | _____               | _____    | _____   |

**B. Liberal Studies Core Courses**

Registrar's

| Number               | Name  | Will Transfer As... | Initials | Credits |
|----------------------|-------|---------------------|----------|---------|
| 1. _____             | _____ | _____               | _____    | _____   |
| 2. _____             | _____ | _____               | _____    | _____   |
| <u>Alternatives:</u> |       |                     |          |         |
| _____                | _____ | _____               | _____    | _____   |
| _____                | _____ | _____               | _____    | _____   |

**C. General Elective Courses**

Registrar's

| Number  | Name  | Initials | Credits |
|---------|-------|----------|---------|
| • _____ | _____ | _____    | _____   |
| • _____ | _____ | _____    | _____   |
| • _____ | _____ | _____    | _____   |
| • _____ | _____ | _____    | _____   |
| • _____ | _____ | _____    | _____   |

APPROVED BY: \_\_\_\_\_ ENDORSED BY: \_\_\_\_\_

Advisor

\*Department Chair (\*Advisor for BU/AC Majors)

\_\_\_\_\_  
2<sup>nd</sup> Major Advisor

\_\_\_\_\_  
2<sup>nd</sup> Major Chair

# PLAN FOR GRADUATION

**Graduation Requirements: 124 credits**

Name: \_\_\_\_\_ Major: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Major: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Minor: \_\_\_\_\_ Minor: \_\_\_\_\_

| I. MAJOR COURSES (list all) | COMPLETED COURSES | APPLICATION SEMESTER COURSES | STUDY ABROAD COURSES | TO BE COMPLETED | SPECIAL NOTES |
|-----------------------------|-------------------|------------------------------|----------------------|-----------------|---------------|
| 1.                          |                   |                              |                      |                 |               |
| 2.                          |                   |                              |                      |                 |               |
| 3.                          |                   |                              |                      |                 |               |
| 4.                          |                   |                              |                      |                 |               |
| 5.                          |                   |                              |                      |                 |               |
| 6.                          |                   |                              |                      |                 |               |
| 7.                          |                   |                              |                      |                 |               |
| 8.                          |                   |                              |                      |                 |               |
| 9.                          |                   |                              |                      |                 |               |
| 10.                         |                   |                              |                      |                 |               |
| 11.                         |                   |                              |                      |                 |               |
| 12.                         |                   |                              |                      |                 |               |
| 13.                         |                   |                              |                      |                 |               |
| 14.                         |                   |                              |                      |                 |               |
| 15.                         |                   |                              |                      |                 |               |

| II. LIBERAL STUDIES REQUIREMENTS   | COMPLETED COURSES | APPLICATION SEMESTER COURSES | STUDY ABROAD COURSES | TO BE COMPLETED | SPECIAL NOTES |
|--|-------------------|------------------------------|----------------------|-----------------|---------------|
| <b>PHILOSOPHY &amp; RELIGIOUS STUDIES (3 courses)</b>                                |                   |                              |                      |                 |               |
| 1. 100-Level Philosophy  |                   |                              |                      |                 |               |
| 2. 100-Level Religious Studies   |                   |                              |                      |                 |               |
| 3. 200-Level Philosophy or Religious Studies   |                   |                              |                      |                 |               |
| <b>SOCIAL SCIENCE &amp; ORGANIZATIONAL STUDIES (2 courses, 2 different subjects)</b> |                   |                              |                      |                 |               |
| 1.   |                   |                              |                      |                 |               |
| 2.   |                   |                              |                      |                 |               |
| <b>NATURAL SCIENCE/MATH (2 courses)</b>  |                   |                              |                      |                 |               |
| 1. Lab Course  |                   |                              |                      |                 |               |
| 2.   |                   |                              |                      |                 |               |

| II. LIBERAL STUDIES REQUIREMENTS (continued) | COMPLETED COURSES | APPLICATION SEMESTER COURSES | STUDY ABROAD COURSES | TO BE COMPLETED | SPECIAL NOTES |
|--|-------------------|------------------------------|----------------------|-----------------|---------------|
| 2 <sup>nd</sup> LANGUAGE PROFICIENCY         |                   |                              |                      |                 |               |

| HUMANITIES (3 courses)                             | COMPLETED COURSES | APPLICATION SEMESTER COURSES | STUDY ABROAD COURSES | TO BE COMPLETED | SPECIAL NOTES |
|--|-------------------|------------------------------|----------------------|-----------------|---------------|
| 1. Historical Studies                              |                   |                              |                      |                 |               |
| 2. Literary Studies                                |                   |                              |                      |                 |               |
| 3. One additional Humanities course                |                   |                              |                      |                 |               |
| ARTISTIC EXPERIENCE (one course or one 1/2 course) |                   |                              |                      |                 |               |

| III. ELECTIVE COURSES (please list) | COMPLETED COURSES | APPLICATION SEMESTER COURSES | STUDY ABROAD COURSES | TO BE COMPLETED | SPECIAL NOTES |
|-------------------------------------|-------------------|------------------------------|----------------------|-----------------|---------------|
| 1.                                  |                   |                              |                      |                 |               |
| 2.                                  |                   |                              |                      |                 |               |
| 3.                                  |                   |                              |                      |                 |               |
| 4.                                  |                   |                              |                      |                 |               |
| 5.                                  |                   |                              |                      |                 |               |
| 6.                                  |                   |                              |                      |                 |               |
| 7.                                  |                   |                              |                      |                 |               |
| 8.                                  |                   |                              |                      |                 |               |
| 9.                                  |                   |                              |                      |                 |               |
| 10.                                 |                   |                              |                      |                 |               |

| IV. SECOND MAJOR | COMPLETED COURSES | APPLICATION SEMESTER COURSES | STUDY ABROAD COURSES | TO BE COMPLETED | SPECIAL NOTES |
|------------------|-------------------|------------------------------|----------------------|-----------------|---------------|
| 1.               |                   |                              |                      |                 |               |
| 2.               |                   |                              |                      |                 |               |
| 3.               |                   |                              |                      |                 |               |
| 4.               |                   |                              |                      |                 |               |
| 5.               |                   |                              |                      |                 |               |
| 6.               |                   |                              |                      |                 |               |
| 7.               |                   |                              |                      |                 |               |
| 8.               |                   |                              |                      |                 |               |

| V. MINOR | COMPLETED COURSES | APPLICATION SEMESTER COURSES | STUDY ABROAD COURSES | TO BE COMPLETED | SPECIAL NOTES |
|----------|-------------------|------------------------------|----------------------|-----------------|---------------|
| 1.       |                   |                              |                      |                 |               |
| 2.       |                   |                              |                      |                 |               |
| 3.       |                   |                              |                      |                 |               |
| 4.       |                   |                              |                      |                 |               |
| 5.       |                   |                              |                      |                 |               |
| 6.       |                   |                              |                      |                 |               |
| 7.       |                   |                              |                      |                 |               |
| 8.       |                   |                              |                      |                 |               |

Complete all the information below:

- Credits: The number of credits earned by **the end of the application semester**: \_\_\_\_\_
- Current GPA: In your major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ (2.8 required)
- Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- 2<sup>nd</sup> Major Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Associate Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**LIABILITY RELEASE FORM FOR OFF-CAMPUS STUDY**

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I, \_\_\_\_\_ (the “student”), and my parent(s) or legal guardian(s), \_\_\_\_\_, in consideration of the student’s acceptance of Saint Michael’s College’s (the “College”) authorization of off-campus study and agreement to transfer credit toward graduation for participation upon successful completion of authorized off-campus study, do hereby undertake to release and forever discharge and agree to defend and indemnify the College, its agents, employees, successors and assigns, from all future claims, liabilities, injuries or demands of any nature whatsoever for or on account of any loss, damage, cause or right of action arising out of, or in connection with, off-campus study authorized by the College and any other travel in which the student chooses to participate before, during or after his or her participation in off-campus study [including, but not limited to, all transportation to and from the study site(s)].

The student and/or the persons acting on the student’s behalf, acknowledge that the student has voluntarily chosen to participate in authorized off-campus study and any other travel in which the student chooses to participate before, during or after his or her participation in off-campus study, and that such participation or travel is not required by the College. Furthermore, the student and the persons acting on the student’s behalf, understand and acknowledge the College has not represented that it has extensive knowledge of the safety of travel conditions or of the external conditions at the study site or other areas to which the student chooses to travel and, as a matter of fact, may have none; that the College has not provided guarantees of safety while the student is traveling on his or her own or participating in authorized off-campus study; that the student has not relied upon any representations to the contrary of the College, its agents or employees, in making his/her decision to participate in off-campus study or any travel on his or her own, and that any and all risks are voluntarily assumed by the student.

The parents or legal guardians of the above-mentioned student hereby agree to be fully responsible and hereby serve as Guarantors of this undertaking and for all financial obligations or the student’s off-campus study experience. The student agrees to adhere to all the regulations and requirements of the study site and of the College’s off-campus study programs.

**DATED:** \_\_\_\_\_

**COUNTRY of STUDY** \_\_\_\_\_

**SEMESTER/YEAR** \_\_\_\_\_

**PARENT or OTHER LEGAL GUARDIAN**

**STUDENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**In case of Emergency, we can contact the following person:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Area Code and Phone Number



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Detach, Complete & Give to SMC's Registrar.

## TRANSCRIPT REQUESTS FOR STUDY ABROAD APPLICATIONS

*Complete this form. Return to: The Office of the Registrar, Founders Hall 112*

NAME: \_\_\_\_\_

ID Number: \_\_\_\_\_

✉ Campus Box Number: \_\_\_\_\_

Class Of: \_\_\_\_\_

☎ Campus or Local Phone: \_\_\_\_\_

✉ E-Mail: \_\_\_\_\_

### 1. STUDY ABROAD PROGRAM APPLICATION

Please **mail** my **Official Transcript** to my Study Abroad Program:

Hold for Final Grades

Send Immediately

Name of Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Submit a **\$5.00 Fee** with this request

### 2. SAINT MICHAEL'S COLLEGE APPLICATION

Please also send a **copy** of my transcript to the Director of Study Abroad. There is **NO FEE** for this transcript.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Return this form to the Office of the Registrar**